



**MEMORANDUM CIRCULAR, 30-16**

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**TO : ALL CONCERNED**

**SUBJECT : PROCEDURES AND DOCUMENTARY REQUIREMENTS  
IN RE PROFICIENCY CHECKS**

**DATE : AUG 24 2016**

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Republic Act 9485, otherwise known as “An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Thereof” or the Anti-Red Tape Act, was enacted into law on June 2, 2007.

Among others, the said law mandated each office or agency to “Undertake reengineering of transactions. This includes limiting the number of signatories to a maximum of five (5) signatures and providing for the period within which applications or requests are acted upon which shall not be longer than five (5) working days for simple transactions and ten (10) working days for complex transactions.”

While the CAAP has made strides in improving frontline service, public feedback on slow and cumbersome processes, redundant requirements and fixing persist.

Furthermore, President Rodrigo R. Duterte has directed all government agencies “to reduce requirements and processing time of all applications, from the submission to the release”. Likewise, the Civil Service Commission enjoined government agencies providing frontline services to “review and reduce or remove redundant requirements and re-engineer their procedures, especially for those services with transaction time that go beyond the three-day limit.”

In compliance with the foregoing, the CAAP have simplified the procedures and reduced the documentary requirements relating to the conduct of **Pilot Proficiency Checks** as required under Subsection 8.10.1.20 Aircraft and Instrument Proficiency Checks, PCAR Part 8, as follows:

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*“The Future is in the Skies”*

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- Operators shall submit a letter to their respective Principal Operations Inspector (POI), informing and requesting approval for the conduct of proficiency check / recurrent training by a Designated Check Airman (Subsection 8.10.1.43 Monitoring Training and Checking Activities, refers). Operators shall also ensure that the training and checking to be undertaken must conform with Subsection 8.10.1.47 Eligibility Period.
- The POI, having the primary surveillance responsibility, shall write a reply approving / disapproving the conduct of proficiency check / recurrent training by a Designated Check Airman within twenty-four (24) hours from receipt of the request.
- Pilots shall no longer be required to submit a photocopy of his / her medical certificate, ELP certificate, NTC license, etc., and go to CAAP to obtain a “check ride permit”.
- Operators shall submit the result of the Proficiency Check / Recurrent Training within ten (10) days from completion thereof (Attention: POI), attaching **CAAP Form 544 (Application for Commercial Air Transport Flight Proficiency Check)** duly accomplished by each pilot who underwent proficiency check.

Moreover, in order for the Authority to concentrate its limited human resources to safety oversight, the services of Designated Check Airmen shall be maximized to the full extent possible. Specifically, Designated Check Airmen are hereby delegated the following responsibilities:

- 1) To conduct flight checks or instruction in an aircraft, flight simulator, or a flight simulation training device (FSTD) for a particular type of aircraft;
- 2) To perform training and checking functions for a training program approved by the Authority;
- 3) Type ratings;
- 4) Instrument ratings; and
- 5) Pilot proficiency checks.

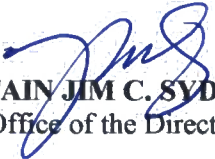
**REPEALING CLAUSE:**

This Memorandum Circular supersedes, amends, and/or modifies previous circulars, if any, as well as all other issuances or parts thereof which are inconsistent herewith.

**EFFECTIVITY CLAUSE:**

This Memorandum Circular shall take effect immediately from its publication in a newspaper of general circulation in the Philippines. Three (3) Certified True Copies thereof are directed to be filed to the UP Law Center for recording purposes pursuant to Presidential Memorandum Circular No. 11 dated October 9, 1992.

By Authority of the Director General:

  
**CAPTAIN JIM C. SYDIONGCO**  
OIC, Office of the Director General